



# ***JOB ANNOUNCEMENT***

## **OFFICE TECHNICIAN (TYPING); OR OFFICE ASSISTANT (TYPING)**

Permanent, Full-Time Position  
Eureka office

Join the small, select staff of the North Coast District Office of the Coastal Commission located in Eureka. The office protects the coastal resources of California's North Coast by regulating development of the dramatic coastline of Del Norte, Humboldt, and Mendocino Counties. This job is for you if you are ready to take on a lot of responsibility and are a self-directed person. The work is stimulating and fast-paced.

The Office Technician (Typing)/Office Assistant (Typing) coordinates completion of the clerical work of the office, and manages our office systems. The Office Technician/Assistant handles the telephone and staffs the public information counter; receives and sorts daily mail; maintains logs of applications and other documents; reviews applications for needed information and proper completion; and maintains office equipment. The Office Technician/Assistant finalizes, duplicates, and assembles staff reports and other documents using Microsoft Office software; enters data in various personal computer databases; and sends and receives electronic communications among the Commission's various offices. The Office Technician/Assistant also personally performs a variety of administrative duties in the area of personnel administration, accounting, purchasing, and other activities necessary to ensure the effective operation of the North Coast office. Duties would be adjusted to be commensurate with the classification level at which the position is filled.

**ELIGIBILITY:** Current or former state employees at the Office Technician (Typing) or Office Assistant (Typing) level, or employees in a transferable class. Eligibles on an Office Technician (Typing) list or Office Assistant (Typing) list are encouraged to apply. SROA candidates will be considered. Applicants must clearly indicate the basis for their eligibility (SROA, surplus, transfer, reemployment status or list eligibility in Box #1 on the State Application). Computer and Word Processing skills are desirable.

**SALARY:** Office Technician (Typing).....\$2,510 - \$3,050 per month  
Office Assistant (Typing).....\$2,003 - \$2,641 per month

**CONTACT/FILING:** Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
  
(415) 904-5430 or (866) 831-2540

**FINAL FILING DATE:** February 24 **or until filled.\*** Submit standard State Application #678 (put job title for this position in section titled 'Examination or Job title' on the State Application Form #678).

**We expect to fill this position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applicants.**

No relocation expenses are offered.

For more information about the Commission or to obtain a State Application (#678), please visit our website at: [www.coastal.ca.gov](http://www.coastal.ca.gov)



**California Coastal Commission**  
**45 Fremont Street, Suite 1900**  
**San Francisco, CA 94105-2219**

**(415) 904-5430 or**  
**Toll Free: 1-866-831-2540**